

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Publications and Content Management Officer

Job Summary

The incumbent is accountable to the Manager, Anti-Corruption Outreach and Education for leading the Integrity Commission's development and publication of anti-corruption related articles, correspondence reports and messages through the use of modern tools and media. The incumbent will be responsible for the review, population and maintenance of content on the Commission's website, all electronic and social media platform, whilst ensuring that the content is current, applicable and in keeping with the mandate and standards of the Commission.

The Publications and Content Management Officer will provide critical guidance and lead internal efforts to establish standards for documents, which are to be published in the public domain. The Publications and Content Management Officer will ensure that all content is validated and approved by the Executive Director, prior to dissemination.

The Incumbent's Operational RESPONSIBILITIES will include, *inter alia*, to:

Major Responsibilities

1. Develops, maintains and ensures compliance with the Commission's Media, Communications and Publication policies and standards, ensuring that all content is validated and all approvals are received prior to publication of material.
2. In conjunction, and consultation with the Communications Officer, and Public Relations Officer, as appropriate, manages the publication of communications and outreach products for and on behalf of the Integrity Commission, whilst overseeing the implementation, quality assurance reviews, and effective dissemination of material to the target audiences.
3. Ensures quality, clarity and consistency in the design and dissemination of messages across the Commission's communication products and platforms.
4. Coordinates workflows across the Commission for graphic design, translation, printing and publication of communication/public relations products/outputs.
5. Conducts quality control reviews to promote increased visibility of the Integrity Commission brand, through and across various media, as approved by the Commission.
6. Manages editorial functions and directs training, to ensure quality of public content across the Divisions of the Commission.
7. Manages partnerships with digital and print media to increase visibility of the Integrity Commission and senior management editorials and content in the media.
8. Oversees support to the Commission's Divisions on digital product development and branding.
9. Keeps abreast of latest emerging trends and innovative approaches in focus area.
10. In conjunction with the Communications Officer and the Public Relations Officer, and subject to the review and approval by the Executive Director, drafts complex material for the Commission's internal and/or external newsletters, periodicals, reports and books and edits drafts prepared by junior officers.

11. Evaluates results and impact of communications activities; reports on developments, trends and attitudes regarding the Commission.
12. Builds information networks;
13. Plans and oversees maintenance of all social media platforms and the website, to include any publicly accessible information/materials on the Commission's e-platforms.
14. Manages publications programme; produces and or leads the production of materials for print/electronic/voice/visual media.
15. Performs other related duties, as required.

Minimum Required Qualifications and Experience

- Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration or a related field.
- A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- A minimum of seven (7) years of progressively responsible experience in communication and advocacy and knowledge management is required.
- A minimum of two (2) years of experience in digital product development and branding in the context of a public sector/ statutory body is required.

Other Desirable Qualifications & Experience that would be an asset

- Design skills, experience with Adobe Illustrator, InDesign and other Design software is desirable.
- Demonstrated skills and experience in website design and maintenance.

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Training in marketing, brand management, publication standards, website design and development.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Excellent Analytical Skills with demonstrated ability to apply and transfer knowledge across differing scenarios and operational environments.
- Anticipates and solves problems and takes advantage of opportunities.
- Ability to inspire confidence of others, command respect of others and to respect the dignity of others.
- Proficiency in the use of Microsoft Office Suites.
- Ability to communicate effectively in both written and oral formats and to deal effectively with people at all levels.
- High level of confidentiality, honesty, and integrity.
- Committed, works on own initiative, trustworthy and result oriented and demonstrates ownership of assigned tasks.
- Effectively plan and manage time.

Specific Knowledge

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the Commission's mandate.
- Knowledge of publication standards, modern standards in website design and social media platforms.

Working Conditions

- Typical office environment, with travel required.
- Willingness to work beyond normal working hours as the situation may demand.
- Occasional exposure to hostile environment

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Basic Salary: \$4,266,270.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised, that *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

Friday, November 29, 2024 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.